



STATE OF CONNECTICUT  
 DEPARTMENT OF CONSUMER PROTECTION  
 TRADE PRACTICES DIVISION  
 Telephone: (860) 713-6100  
 WebSite: [www.state.ct.us/dcp/](http://www.state.ct.us/dcp/)

## **APPLICATION FOR CLOSING-OUT SALES PROMOTER REGISTRATION**

### **INSTRUCTIONS:**

The individual applying for registration must complete this form. This application **must be accompanied by a check or money order for \$100.00**, made payable to: ***"Treasurer, State of Connecticut"***. Application fees are non-refundable.

→ Return your completed application and fee to:

***Department of Consumer Protection, License Services Division, 165 Capitol Avenue, Hartford, CT 06106***

Applicant's Name (First Name, Middle Initial, Last Name)			
Street Address		City or Town	State Zip Code
Telephone Number (with area code)	Social Security or FEIN Number	CT Sales Tax Registration Number	
Business Name (if applicable)			
Business Street Address		City or Town	State Zip Code
<b>Has the applicant ever been convicted of a felony crime?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No If YES, please attach a statement providing the date(s) and conviction(s), the court(s) where the cases were decided and a description of the circumstances relating to each conviction(s).			Email Address
<b>List the names , home addresses and titles of all persons associated in the ownership of the business:</b>			
Name	Address		Title
Name	Address		Title
Name	Address		Title
Describe the type of business for which you plan to act as promoter during the next 12 months (such as carpet, furniture, jewelry, etc.)			
In which states have you acted as a promoter for businesses conducting "going out of business" sales during the previous five (5) years?			
<b>List the names and home addresses of all persons in your employ. Attach additional sheets if necessary.</b>			
Name	Address		Title
Name	Address		Title
Name	Address		Title

I swear that the answers and statements in the foregoing application are true to the best of my knowledge. Further, I understand the conditions under which this registration is issued, and that no goods, wares or merchandise other than those actually on hand in the place whereas such sale is to be conducted at the opening thereof shall be included in this sale.

\_\_\_\_\_  
 Signature of Applicant

\_\_\_\_\_  
 Date

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

\_\_\_\_\_  
 Notary Public

\_\_\_\_\_  
 My Commission Expires

## **CLOSING-OUT SALES PROMOTER REGISTRATION**

Under the provisions of Chapter 407a of the Connecticut General Statutes, no person shall act as a “promoter” for any closing-out sale unless he had first obtained a registration to do so from the Department of Consumer Protection. “**Promoter**” means any person who performs or offers to perform for a person holding a closing-out sale any service to facilitate or assist in such sale, including but not limited to advertising or sales.

“**Closing-Out Sale**” means all sales advertised, represented or held forth under the designation of “going out of business”, “selling out”, liquidation”, “lost our lease”, “forced to vacate”, “moving to a new location”, or any other designation of like meaning.

### **To comply with the statutory requirements, the following procedures must be followed:**

1. Complete the “Closing-Out Sale Promoter” registration application and submit to the Department of Consumer Protection at least five (5) days in advance of the date of any closing-out sale you intend to promote, or otherwise assist in conducting. A promoter registration is valid for one year from the date of issue
2. The registration fee of \$100.00 must be submitted by check or money order made payable to “*Treasurer, State of Connecticut.*”
3. If you, as the promoter, are preparing the inventory to be submitted with the application for a closing-out sale license, you must:
  - a) Compile of detailed, itemized original inventory listing all goods, wares, merchandise on hand at the place where the sale is to be conducted using the enclosed form. Describe all items listed, including manufacturer’s name, model number, quantity and wholesale cost of each item. A monthly inventory must be filed using the enclosed form for items sold for the duration of the sale. A final inventory of items sold or otherwise disposed of must be filed indicating to whom, specifically, the remaining merchandise dispersed. Inventory forms are provided with the closing-out sale license application and must be used. You must disclose any warehouse locations and submit a separate inventory for warehouse inventory.
4. As a promoter, you must enter into a written agreement with the closing-out sale licensee. A copy of your contract **must** be included with the license application for each “closing-out sale”. The contract must be dated and signed by both parties; contain the entire agreement between the promoter and licensee; and contain the name and address of the promoter.
5. If you, as the promoter, are preparing the advertising for the closing-out sale, you should be aware that:
  - a) The license number must be included in all advertising; and
  - b) The termination date of the sale **must** be included in all advertising. The closing-out sale license must be **posted** in the store in a conspicuous location at the point of sale.
6. Failure to comply with the provisions of Chapter 407a of the Connecticut General Statutes may result in the suspension or revocation of your promoter registration or the imposition of civil penalties.